

# SUMMONS (CITACION JUDICIAL)

## UNLAWFUL DETAINER—EVICTION

### (RETENCIÓN ILÍCITA DE UN INMUEBLE—DESALOJO)

NOTICE TO DEFENDANT:  
(AVISO AL DEMANDADO):

YOU ARE BEING SUED BY PLAINTIFF:  
(LO ESTÁ DEMANDANDO EL DEMANDANTE):

FOR COURT USE ONLY  
(SOLO PARA USO DE LA CORTE)

You have 5 CALENDAR DAYS after this summons and legal papers are served on you to file a written response at this court and have a copy served on the plaintiff. (To calculate the five days, count Saturday and Sunday, but do not count other court holidays. If the last day falls on a Saturday, Sunday, or a court holiday then you have the next court day to file a written response.) A letter or phone call will not protect you. Your written response must be in proper legal form if you want the court to hear your case. There may be a court form that you can use for your response. You can find these court forms and more information at the California Courts Online Self-Help Center ([www.courtinfo.ca.gov/selfhelp](http://www.courtinfo.ca.gov/selfhelp)), your county law library, or the courthouse nearest you. If you cannot pay the filing fee, ask the court clerk for a fee waiver form. If you do not file your response on time, you may lose the case by default, and your wages, money, and property may be taken without further warning from the court.

There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may want to call an attorney referral service. If you cannot afford an attorney, you may be eligible for free legal services from a nonprofit legal services program. You can locate these nonprofit groups at the California Legal Services Web site ([www.lawhelpcalifornia.org](http://www.lawhelpcalifornia.org)), the California Courts Online Self-Help Center ([www.courtinfo.ca.gov/selfhelp](http://www.courtinfo.ca.gov/selfhelp)), or by contacting your local court or county bar association.

Tiene 5 DÍAS DE CALENDARIO después de que le entreguen esta citación y papeles legales para presentar una respuesta por escrito en esta corte y hacer que se entregue una copia al demandante. (Para calcular los cinco días, cuente los sábados y los domingos pero no los otros días feriados de la corte. Si el último día cae en sábado o domingo, o en un día en que la corte esté cerrada, tiene hasta el próximo día de corte para presentar una respuesta por escrito). Una carta o una llamada telefónica no lo protegen. Su respuesta por escrito tiene que estar en formato legal correcto si desea que procesen su caso en la corte. Es posible que haya un formulario que usted pueda usar para su respuesta. Puede encontrar estos formularios de la corte y más información en el Centro de Ayuda de las Cortes de California ([www.courtinfo.ca.gov/selfhelp/espanol/](http://www.courtinfo.ca.gov/selfhelp/espanol/)), en la biblioteca de leyes de su condado o en la corte que le quede más cerca. Si no puede pagar la cuota de presentación, pida al secretario de la corte que le dé un formulario de exención de pago de cuotas. Si no presenta su respuesta a tiempo, puede perder el caso por incumplimiento y la corte le podrá quitar su sueldo, dinero y bienes sin más advertencia.

Hay otros requisitos legales. Es recomendable que llame a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a un servicio de remisión a abogados. Si no puede pagar a un abogado, es posible que cumpla con los requisitos para obtener servicios legales gratuitos de un programa de servicios legales sin fines de lucro. Puede encontrar estos grupos sin fines de lucro en el sitio web de California Legal Services, ([www.lawhelpcalifornia.org](http://www.lawhelpcalifornia.org)), en el Centro de Ayuda de las Cortes de California, ([www.courtinfo.ca.gov/selfhelp/espanol/](http://www.courtinfo.ca.gov/selfhelp/espanol/)) o poniéndose en contacto con la corte o el colegio de abogados locales.

1. The name and address of the court is:  
(El nombre y dirección de la corte es):

CASE NUMBER:  
(Número del caso):

2. The name, address, and telephone number of plaintiff's attorney, or plaintiff without an attorney, is:  
(El nombre, la dirección y el número de teléfono del abogado del demandante, o del demandante que no tiene abogado, es):

3. (Must be answered in all cases) An unlawful detainer assistant (Bus. & Prof. Code, §§ 6400–6415) ☐ did not ☐ did for compensation give advice or assistance with this form. (If plaintiff has received **any** help or advice for pay from an unlawful detainer assistant, complete item 6 on the next page.)

Date:  
(Fecha)

Clerk, by \_\_\_\_\_, Deputy  
(Secretario) (Adjunto)

(For proof of service of this summons, use Proof of Service of Summons (form POS-010).)

(Para prueba de entrega de esta citación use el formulario Proof of Service of Summons, (POS-010)).

[SEAL]

4. **NOTICE TO THE PERSON SERVED:** You are served

- a. ☐ as an individual defendant.  
b. ☐ as the person sued under the fictitious name of (specify):  
c. ☐ as an occupant  
d. ☐ on behalf of (specify):

- under: ☐ CCP 416.10 (corporation) ☐ CCP 416.60 (minor)  
☐ CCP 416.20 (defunct corporation) ☐ CCP 416.70 (conservatee)  
☐ CCP 416.40 (association or partnership) ☐ CCP 416.90 (authorized person)  
☐ CCP 415.46 (occupant) ☐ other (specify):

5. ☐ by personal delivery on (date):

PLAINTIFF (Name):	CASE NUMBER:
DEFENDANT (Name):	

6. **Unlawful detainer assistant** *(complete if plaintiff has received any help or advice for pay from an unlawful detainer assistant):*

- a. Assistant's name:
- b. Telephone no.:
- c. Street address, city, and ZIP:
  
- d. County of registration:
- e. Registration no.:
- f. Registration expires on *(date)*:

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):     TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____</b> STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PLAINTIFF: _____ DEFENDANT: _____ <input type="checkbox"/> DOES 1 TO _____	
<b>COMPLAINT — UNLAWFUL DETAINER*</b> <input type="checkbox"/> COMPLAINT <input type="checkbox"/> AMENDED COMPLAINT (Amendment Number): _____	CASE NUMBER: _____
<b>Jurisdiction (check all that apply):</b> <input type="checkbox"/> <b>ACTION IS A LIMITED CIVIL CASE</b> Amount demanded <input type="checkbox"/> does not exceed \$10,000 <input type="checkbox"/> exceeds \$10,000 but does not exceed \$25,000  <input type="checkbox"/> <b>ACTION IS AN UNLIMITED CIVIL CASE (amount demanded exceeds \$25,000)</b> <input type="checkbox"/> <b>ACTION IS RECLASSIFIED by this amended complaint or cross-complaint (check all that apply):</b> <input type="checkbox"/> from unlawful detainer to general unlimited civil (possession not in issue) <input type="checkbox"/> from limited to unlimited <input type="checkbox"/> from unlawful detainer to general limited civil (possession not in issue) <input type="checkbox"/> from unlimited to limited	

1. PLAINTIFF (name each):

alleges causes of action against DEFENDANT (name each):

2. a. Plaintiff is (1) ☐ an individual over the age of 18 years. (4) ☐ a partnership.  
                                  (2) ☐ a public agency. (5) ☐ a corporation.  
                                  (3) ☐ other (specify):

b. ☐ Plaintiff has complied with the fictitious business name laws and is doing business under the fictitious name of (specify):

3. Defendant named above is in possession of the premises located at (street address, apt. no., city, zip code, and county):

4. Plaintiff's interest in the premises is ☐ as owner ☐ other (specify):

5. The true names and capacities of defendants sued as Does are unknown to plaintiff.

6. a. On or about (date): \_\_\_\_\_ defendant (name each):

- (1) agreed to rent the premises as a ☐ month-to-month tenancy ☐ other tenancy (specify):  
 (2) agreed to pay rent of \$ \_\_\_\_\_ payable ☐ monthly ☐ other (specify frequency):  
 (3) agreed to pay rent on the ☐ first of the month ☐ other day (specify):  
 b. This ☐ written ☐ oral agreement was made with  
     (1) ☐ plaintiff. (3) ☐ plaintiff's predecessor in interest.  
     (2) ☐ plaintiff's agent. (4) ☐ other (specify):

\* **NOTE:** Do not use this form for evictions after sale (Code Civ. Proc., § 1161a).

PLAINTIFF (Name): _____ DEFENDANT (Name): _____	CASE NUMBER: _____
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6. c. ☐ The defendants not named in item 6a are
- (1) ☐ subtenants.
  - (2) ☐ assignees.
  - (3) ☐ other (specify): \_\_\_\_\_
- d. ☐ The agreement was later changed as follows (specify): \_\_\_\_\_
- e. ☐ A copy of the written agreement, including any addenda or attachments that form the basis of this complaint, is attached and labeled Exhibit 1. *(Required for residential property, unless item 6f is checked. See Code Civ. Proc., § 1166.)*
- f. ☐ *(For residential property)* A copy of the written agreement is **not** attached because (specify reason):
- (1) ☐ the written agreement is not in the possession of the landlord or the landlord's employees or agents.
  - (2) ☐ this action is solely for nonpayment of rent (Code Civ. Proc., § 1161(2)).

7. ☐ a. Defendant (name each):

was served the following notice on the same date and in the same manner:

- |   |  |
|---|--|
| (1) <input type="checkbox"/> 3-day notice to pay rent or quit | (4) <input type="checkbox"/> 3-day notice to perform covenants or quit |
| (2) <input type="checkbox"/> 30-day notice to quit            | (5) <input type="checkbox"/> 3-day notice to quit                      |
| (3) <input type="checkbox"/> 60-day notice to quit            | (6) <input type="checkbox"/> Other (specify): _____                    |

- b. (1) On (date): \_\_\_\_\_ the period stated in the notice expired at the end of the day.
- (2) Defendants failed to comply with the requirements of the notice by that date.

c. All facts stated in the notice are true.

d. ☐ The notice included an election of forfeiture.

e. ☐ A copy of the notice is attached and labeled Exhibit 2. *(Required for residential property. See Code Civ. Proc., § 1166.)*

f. ☐ One or more defendants were served (1) with a different notice, (2) on a different date, or (3) in a different manner, as stated in Attachment 8c. *(Check item 8c and attach a statement providing the information required by items 7a–e and 8 for each defendant.)*

8. a. ☐ The notice in item 7a was served on the defendant named in item 7a as follows:

- (1) ☐ by personally handing a copy to defendant on (date): \_\_\_\_\_
- (2) ☐ by leaving a copy with (name or description): \_\_\_\_\_, a person of suitable age and discretion, on (date): \_\_\_\_\_ at defendant's ☐ residence ☐ business AND mailing a copy to defendant at defendant's place of residence on (date): \_\_\_\_\_ because defendant cannot be found at defendant's residence or usual place of business.
- (3) ☐ by posting a copy on the premises on (date): \_\_\_\_\_ ☐ AND giving a copy to a person found residing at the premises AND mailing a copy to defendant at the premises on (date): \_\_\_\_\_
  - (a) ☐ because defendant's residence and usual place of business cannot be ascertained OR
  - (b) ☐ because no person of suitable age or discretion can be found there.
- (4) ☐ *(Not for 3-day notice; see Civil Code, § 1946 before using)* by sending a copy by certified or registered mail addressed to defendant on (date): \_\_\_\_\_
- (5) ☐ *(Not for residential tenancies; see Civil Code, § 1953 before using)* in the manner specified in a written commercial lease between the parties.

b. ☐ (Name): \_\_\_\_\_

was served on behalf of all defendants who signed a joint written rental agreement.

c. ☐ Information about service of notice on the defendants alleged in item 7f is stated in Attachment 8c.

d. ☐ Proof of service of the notice in item 7a is attached and labeled Exhibit 3.

PLAINTIFF (Name):  DEFENDANT (Name):	CASE NUMBER:
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9. ☐ Plaintiff demands possession from each defendant because of expiration of a fixed-term lease.
10. ☐ At the time the 3-day notice to pay rent or quit was served, the amount of **rent due** was \$
11. ☐ The fair rental value of the premises is \$ \_\_\_\_\_ per day.
12. ☐ Defendant's continued possession is malicious, and plaintiff is entitled to statutory damages under Code of Civil Procedure section 1174(b). *(State specific facts supporting a claim up to \$600 in Attachment 12.)*
13. ☐ A written agreement between the parties provides for attorney fees.
14. ☐ Defendant's tenancy is subject to the local rent control or eviction control ordinance of *(city or county, title of ordinance, and date of passage)*:

Plaintiff has met all applicable requirements of the ordinances.

15. ☐ Other allegations are stated in Attachment 15.
16. Plaintiff accepts the jurisdictional limit, if any, of the court.

**17. PLAINTIFF REQUESTS**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>a. possession of the premises.</li> <li>b. costs incurred in this proceeding:</li> <li>c. <input type="checkbox"/> past-due rent of \$</li> <li>d. <input type="checkbox"/> reasonable attorney fees.</li> <li>e. <input type="checkbox"/> forfeiture of the agreement.</li> </ol> | <ol style="list-style-type: none"> <li>f. <input type="checkbox"/> damages at the rate stated in item 11 from <i>(date)</i>: _____ for each day that defendants remain in possession through entry of judgment.</li> <li>g. <input type="checkbox"/> statutory damages up to \$600 for the conduct alleged in item 12.</li> <li>h. <input type="checkbox"/> other <i>(specify)</i>:</li> </ol> |
|---|--|

18. ☐ Number of pages attached *(specify)*: \_\_\_\_\_

**UNLAWFUL DETAINER ASSISTANT (Bus. & Prof. Code, §§ 6400–6415)**

19. *(Complete in all cases.)* An unlawful detainer assistant ☐ did **not** ☐ did for compensation give advice or assistance with this form. *(If plaintiff has received **any** help or advice for pay from an unlawful detainer assistant, state:)*

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>a. Assistant's name:</li> <li>b. Street address, city, and zip code:</li> </ol> | <ol style="list-style-type: none"> <li>c. Telephone No.:</li> <li>d. County of registration:</li> <li>e. Registration No.:</li> <li>f. Expires on <i>(date)</i>:</li> </ol> |
|--|---|

Date:

(TYPE OR PRINT NAME)	(SIGNATURE OF PLAINTIFF OR ATTORNEY)
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**VERIFICATION**

*(Use a different verification form if the verification is by an attorney or for a corporation or partnership.)*

I am the plaintiff in this proceeding and have read this complaint. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME)	(SIGNATURE OF PLAINTIFF )
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ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name and Address</i> ):  TELEPHONE NO.:  BAR NO.: ATTORNEY FOR ( <i>Name</i> ):	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA</b> <input type="checkbox"/> 800 S. VICTORIA AVE., VENTURA CA. 93009 <input type="checkbox"/> 3855-F ALAMO ST. SIMI VALLEY, CA. 93063-2110	
PLAINTIFF/PETITIONER:  DEFENDANT/RESPONDENT:	
<b>DECLARATION FOR COURT ASSIGNMENT</b> <i>(Family Law and Unlawful Detainer and all other General Civil actions <b>ONLY</b>)</i>	
CASE NUMBER:	

Family Law, Domestic Violence, Paternity, Harassment, Unlawful Detainer, and all other General Civil actions presented for filing **MUST** be accompanied by this declaration.

The undersigned declares that the above entitled matter is filed for proceedings in the:

☐ **East County Division**, 3855-F Alamo St., Simi Valley, CA 93063 (Based upon Zip Code designation.)

<input type="checkbox"/> 91301	<input type="checkbox"/> 91302	<input type="checkbox"/> 91304	<input type="checkbox"/> 91307	<input type="checkbox"/> 91320 - <u>Excluding Family Law</u>
<input type="checkbox"/> 91360	<input type="checkbox"/> 91361	<input type="checkbox"/> 91362	<input type="checkbox"/> 91377	<input type="checkbox"/> 93020 <input type="checkbox"/> 93021
<input type="checkbox"/> 93062	<input type="checkbox"/> <b>93063</b>	<input type="checkbox"/> 93064	<input type="checkbox"/> 93065	<input type="checkbox"/> 91363

☐ **Ventura Division**, 800 S. Victoria Ave., Ventura, CA 93009 (Venue does NOT fall within the Zip Codes above but is within Ventura County.)

For the checked reason:

<input type="checkbox"/> Contract <input type="checkbox"/> Equity <input type="checkbox"/> Eminent Domain <input type="checkbox"/> Family Law <input type="checkbox"/> Harassment <input type="checkbox"/> Mandate <input type="checkbox"/> Name Change <input type="checkbox"/> Paternity <input type="checkbox"/> Personal Injury <input type="checkbox"/> Personal Property <input type="checkbox"/> Prohibition <input type="checkbox"/> Review <input type="checkbox"/> Title to Real Property <input type="checkbox"/> Unlawful Detainer <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Civil not otherwise specified	Performance in the division is expressly provided for The cause of action arose within the division The property is located within the division Plaintiff, defendant, petitioner or respondent resides within the division Plaintiff, defendant, petitioner or respondent resides with the division The defendant functions wholly within the division The petitioner resides within the division Plaintiff, defendant, petitioner or respondent resides within the division. The injury occurred within the division or the defendant resides within the division The property is located within the division or the defendant resides within the division The defendant functions wholly within the division The defendant functions wholly within the division The property is located within the division The property is located within the division Plaintiff, defendant, petitioner or respondent resides within the division
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(Venue Rule Applicable)

The address of the accident, performance, party, detention, place of business, or other factor which qualifies this case for filing in the division:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Upon information and belief, I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_ Signature of Attorney/Party \_\_\_\_\_

ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name and Address</i> ): NO.:	<b>FOR COURT USE ONLY</b>
ATTORNEY FOR ( <i>Name</i> ): <b>COURT NAME: SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA</b>	
PETITIONER/PLAINTIFF:  RESPONDENT/DEFENDANT:	
<b>CONSENT FOR COURT ASSIGNMENT</b> <i>(Family Law)</i>	
CASE NUMBER:	

The undersigned hereby consents that the cause titled and numbered above may be tried by **Bruce A. Young** Court Commissioner of the Ventura County Superior Court, as temporary judge, in accordance with Article 6, Section 21 of the Constitution of the State of California.

It is understood by the undersigned that by order of the Presiding Judge of the Ventura County Superior Court, Commissioner Bruce A. Young has been appointed to act as temporary judge to try the above referenced case, hear and decide all motions, and make any orders including sentencing connected with this case. It is understood that Commissioner Bruce A. Young, has been appointed to try the case referred to, and has taken the necessary oath of office to try the case as temporary judge.

Dated: \_\_\_\_\_

Signature of litigant or attorney

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



ATTORNEY OF PARTY WITHOUT ATTORNEY (Name and Address)	Telephone Number	FOR COURT USE ONLY
E-MAIL ADDRESS ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 Civil Limited Case 3855 – F ALAMO ST. SIMI VALLEY, CA 93063-2110		
PLAINTIFF/PETITIONER  DEFENDANT/RESPONDENT		
<b>CASE INFORMATION SHEET</b>		CASE NUMBER:

1. CASE TYPE CATEGORY: (If multiple counts, select principal count.)
 

Unlawful Detainer	Contracts
Collections	Negligence/Personal Injury/Wrongful Death
Bills and Notes	Automobile Negligence
Subrogation	Products Liability
Uninsured Motorist	Other: _____
Medical Malpractice: Licensing Agency _____	Medical License# _____

(Mandatory)
2. TRACK ASSIGNMENT REQUESTED:
 

Unlawful Detainer – Case to be completed within 90 days.

Economic Litigation Case (Limited Civil) – Case to be completed within 12 year.

Uninsured Motorist - Case to be tracked at 180 days.

Standard (Unlimited Civil) – Case to be completed within 1 year.

Complex - Time limits determined by Judge. Requests for Complex track are submitted to assigned judge, the plaintiff will be notified.
3. MEDIATION INFORMATION (Case description) **For purpose of assignment to mediation, the following case types qualify:**
  - a.
 

Neighbor-to-Neighbor Dispute	Sexual Harassment
Homeowner's Association and CC&R Dispute	Employment Dispute
Business/Partnership Dispute and/or Dissolution Dispute	Discrimination
Real Estate Dispute	Repair/Remodel Dispute
Breach of Contract (Not Money/Collections)	Code Enforcement Dispute

I Volunteer for Mediation, dispute not included in above. (Personal injury cases are Ineligible for mediation)
  - b. I have engaged in voluntary mediation within the past 90 days. Date of mediation: \_\_\_\_\_  
 Mediator's Name and Address: \_\_\_\_\_
4. **JURY TRIAL DEMANDED:**                      **Yes**                      **No**                      **ESTIMATED TRIAL TIME:** \_\_\_\_\_
5. Is this action related to any other action pending in any other court?                      Yes                      No  
 If "yes",
  - a. Court in which action is pending: \_\_\_\_\_
  - b. Title of Action: \_\_\_\_\_
  - c. Case number: \_\_\_\_\_

*If you later become aware of a related case, file and serve a notice of related case. You can use Judicial Council form CM-015.*

**NOTE: Reverse side of this form must be completed in full.**

**NOTICE TO PLAINTIFFS:** The Court requires that the following information be provided in order that this case may be properly managed pursuant by the Delay Reduction Rules mandated by the Legislature and the Judicial Council.

1. Set forth a concise statement of the nature of the case.

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2. Give a concise description of the injury, damages and/or loss the Plaintiff claims to have suffered.

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3. List all general and special damages claimed, including but not limited to, medical expenses (past and future), loss of earnings, property damages, and any other specific monetary damages that apply in your particular case.

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4. Set forth any equitable relief sought by Plaintiff

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ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):   TELEPHONE NO.: _____ FAX NO.: _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____</b> STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
CASE NAME: _____	
<b>CIVIL CASE COVER SHEET</b> <input type="checkbox"/> <b>Unlimited</b> (Amount demanded exceeds \$25,000) <input type="checkbox"/> <b>Limited</b> (Amount demanded is \$25,000 or less)	<b>Complex Case Designation</b> <input type="checkbox"/> <b>Counter</b> <input type="checkbox"/> <b>Joinder</b> Filed with first appearance by defendant (Cal. Rules of Court, rule 1811)
	CASE NUMBER: _____  JUDGE: _____ DEPT: _____

*Items 1-5 below must be completed (see instructions on page 2).*

1. Check one box below for the case type that best describes this case:

<b>Auto Tort</b> <input type="checkbox"/> Auto (22) <input type="checkbox"/> Uninsured motorist (46) <b>Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort</b> <input type="checkbox"/> Asbestos (04) <input type="checkbox"/> Product liability (24) <input type="checkbox"/> Medical malpractice (45) <input type="checkbox"/> Other PI/PD/WD (23) <b>Non-PI/PD/WD (Other) Tort</b> <input type="checkbox"/> Business tort/unfair business practice (07) <input type="checkbox"/> Civil rights (08) <input type="checkbox"/> Defamation (13) <input type="checkbox"/> Fraud (16) <input type="checkbox"/> Intellectual property (19) <input type="checkbox"/> Professional negligence (25) <input type="checkbox"/> Other non-PI/PD/WD tort (35) <b>Employment</b> <input type="checkbox"/> Wrongful termination (36) <input type="checkbox"/> Other employment (15)	<b>Contract</b> <input type="checkbox"/> Breach of contract/warranty (06) <input type="checkbox"/> Collections (09) <input type="checkbox"/> Insurance coverage (18) <input type="checkbox"/> Other contract (37) <b>Real Property</b> <input type="checkbox"/> Eminent domain/Inverse condemnation (14) <input type="checkbox"/> Wrongful eviction (33) <input type="checkbox"/> Other real property (26) <b>Unlawful Detainer</b> <input type="checkbox"/> Commercial (31) <input type="checkbox"/> Residential (32) <input type="checkbox"/> Drugs (38) <b>Judicial Review</b> <input type="checkbox"/> Asset forfeiture (05) <input type="checkbox"/> Petition re: arbitration award (11) <input type="checkbox"/> Writ of mandate (02) <input type="checkbox"/> Other judicial review (39)	<b>Provisionally Complex Civil Litigation (Cal. Rules of Court, rules</b> <input type="checkbox"/> Antitrust/Trade regulation (03) <input type="checkbox"/> Construction defect (10) <input type="checkbox"/> Mass tort (40) <input type="checkbox"/> Securities litigation (28) <input type="checkbox"/> Environmental/Toxic tort (30) <input type="checkbox"/> Insurance coverage claims arising from the above listed provisionally complex case types (41) <b>Enforcement of Judgment</b> <input type="checkbox"/> Enforcement of judgment (20) <b>Miscellaneous Civil Complaint</b> <input type="checkbox"/> RICO (27) <input type="checkbox"/> Other complaint ( <i>not specified above</i> ) (42) <b>Miscellaneous Civil Petition</b> <input type="checkbox"/> Partnership and corporate governance (21) <input type="checkbox"/> Other petition ( <i>not specified above</i> ) (43)
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2. This case ☐ is ☐ is not complex under rule 1800 of the California Rules of Court. If the case is complex, mark the factors requiring exceptional judicial management:
- |  |  |
|--|--|
| a. <input type="checkbox"/> Large number of separately represented parties   | d. <input type="checkbox"/> Large number of witnesses  |
| b. <input type="checkbox"/> Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve | e. <input type="checkbox"/> pending in one or more courts in other counties, states, or countries, or in a federal court |
| c. <input type="checkbox"/> Substantial amount of documentary evidence   | f. <input type="checkbox"/> judicial supervision   |
3. Type of remedies sought (*check all that apply*):
- |                                      |   |                                      |
|--------------------------------------|---|--------------------------------------|
| a. <input type="checkbox"/> monetary | b. <input type="checkbox"/> nonmonetary; declaratory or injunctive relief | c. <input type="checkbox"/> punitive |
|--------------------------------------|---|--------------------------------------|
4. Number of causes of action (specify): \_\_\_\_\_
5. This case ☐ is ☐ is not a class action suit.
6. If there are any known related cases, file and serve a notice of related case. (You may use form CM-015.)
- Date: \_\_\_\_\_

(TYPE OR PRINT NAME)	(SIGNATURE OF PARTY OR ATTORNEY FOR)
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**NOTICE**

- Plaintiff must file this cover sheet with the first paper filed in the action or proceeding (except small claims cases or cases filed under the Probate Code, Family Code, or Welfare and Institutions Code). (Cal. Rules of Court, rule 201.8.) Failure to file may result in sanctions.
- File this cover sheet in addition to any cover sheet required by local court rule.
- If this case is complex under rule 1800 et seq. of the California Rules of Court, you must serve a copy of this cover sheet on **all** other parties to the action or proceeding.
- Unless this is a complex case, this cover sheet will be used for statistical purposes only.

## INSTRUCTIONS ON HOW TO COMPLETE THE COVER SHEET

### To Plaintiffs and Others Filing First Papers

If you are filing a first paper (for example, a complaint) in a civil case, you **must** complete and file, along with your first paper, the Civil Case Cover Sheet contained on page 1. This information will be used to compile statistics about the types and numbers of cases filed. You must complete items 1 through 5 on the sheet. In item 1, you must check one box for the case type that best describes the case. If the case fits both a general and a more specific type of case listed in item 1, check the more specific one. If the case has multiple causes of action, check the box that best indicates the **primary** cause of action. To assist you in completing the sheet, examples of the cases that belong under each case type in item 1 are provided below. A cover sheet must be filed only with your initial paper. You do not need to submit a cover sheet with amended papers. Failure to file a cover sheet with the first paper filed in a civil case may subject a party, its counsel, or both to sanctions under rules 201.8(c) and 227 of the California Rules of Court.

### To Parties in Complex Cases

In complex cases only, parties must also use the Civil Case Cover Sheet to designate whether the case is complex. If a plaintiff believes the case is complex under rule 1800 of the California Rules of Court, this must be indicated by completing the appropriate boxes in items 1 and 2. If a plaintiff designates a case as complex, the cover sheet must be served with the complaint on all parties to the action. A defendant may file and serve no later than the time of its first appearance a joinder in the plaintiff's designation, a counter-designation that the case is not complex, or, if the plaintiff has made no designation, a designation that the case is complex.

## CASE TYPES AND EXAMPLES

### Auto

- Auto (22)-Personal
- Uninsured Motorist (46) (*if the case involves an uninsured motorist claim subject to arbitration, check this item instead of Auto*)

### Other PI/PDMD (Personal Injury/Property Damage/Wrongful Death) Tort

- Asbestos (04)
  - Asbestos Property
  - Damage Asbestos
  - Wrongful Death
- Product Liability (*not asbestos or toxic/environmental*)
- Medical Malpractice (45)
  - Medical Malpractice-Physicians & Surgeons
  - Other Professional Health Care Malpractice
- Other PI/PD/WD (23)
  - Premises Liability (e.g., slip and fall)
  - Intentional Bodily Injury/PD/WD (e.g., assault, vandalism)
  - Intentional Infliction of Emotional Distress
  - Negligent Infliction of Emotional Distress
  - Other PI/PD/WD

### Non-PI/PDIWD (Other) Tort

- Business Tort/Unfair Business Practice (07)
- Civil Rights (e.g., discrimination, false arrest) (*not civil harassment*) (08)
- Defamation (e.g., slander, libel) (13)
- Fraud (16)
- Intellectual Property (19)
- Professional Negligence (25)
  - Legal Malpractice
  - Other Professional Malpractice (*not medical or legal*) Other
- Non-PI/PD/WD Tort (35)

### Employment

- Wrongful Termination (36)
- Other Employment (1 5)

### Contract

- Breach of Contract/Warranty (06)
  - Breach of Rental/Lease Contract (*not unlawful detainer or wrongful eviction*)
  - Contract/Warranty Breach-Seller Plaintiff (*not fraud or negligence*)
  - Negligent Breach of Contract/Warranty
  - Other Breach of Contract/Warranty
- Collections (e.g., money owed, open book accounts) (09)
  - Collection Case-Seller Plaintiff
  - Other Promissory Note/Collections Case
- Insurance Coverage (*not provisionally complex*) (18)
  - Auto Subrogation
  - Other Coverage
- Other Contract (37)
  - Contractual Fraud
  - Other Contract Dispute

### Real Property

- Eminent Domain/inverse Condemnation (14)
- Wrongful Eviction (33)
- Other Real Property (e.g., quiet title) (26)
  - Writ of Possession of Real Property Mortgage Foreclosure
  - Quiet Title
  - Other Real Property (*not eminent domain, landlord/tenant, or foreclosure*)

### Unlawful Detainer

- Commercial (31)
- Residential (32)
- Drugs (38) (*if the case involves drugs, check this item! otherwise, report as Commercial or Residential*)

### Judicial

- Asset Forfeiture (05)
- Petition Re- Arbitration Award (1 1)
- Writ of Mandate
  - Writ-Administrative Mandamus
  - Writ-Mandamus on Limited Court Case Matter
  - Writ-Other Limited Court Case Review
- Other Judicial Review (39)
  - Review of Health Officer
  - Order Notice of Appeal-Labor Commissioner Appeals

### Provisionally Complex Civil Litigation (Cal. Rules of Court Rules

- Antitrust/Trade Regulation (03)
- Construction Defect (10)
- Claims Involving Mass Tort (40)
- Securities Litigation (28)
- Environmental/Toxic Tort (30)
- Insurance Coverage Claims (*arising from provisionally complex case type listed above*) (41)

### Enforcement of Judgment

- Enforcement of Judgment (20)
  - Abstract of Judgment (Out of County)
  - Confession of Judgment (*non-domestic relations*)
  - Sister State Judgment
  - Administrative Agency (*not unpaid taxes*)
  - Petition/Certification of Entry of Judgment on Unpaid Taxes
  - Other Enforcement of Judgment Case

### Miscellaneous Civil Complaint

- RICO (27)
- Other Complaint (*not specified above*) (42)
  - Declaratory Relief Only
  - Injunctive Relief Only (*non-harassment*)
  - Mechanics Lien
  - Other Commercial Complaint Case
  - Other Civil Complaint (*non-tort/non-complex*)

### Miscellaneous Civil Petition

- Partnership and Corporate Governance (21)
- Other Petition (*not specified above*) (43)
  - Civil Harassment
  - Workplace Violence
  - Elder/Dependent Adult Abuse
  - Election Contest
  - Petition for Name Change
  - Petition for Relief from Late Claim
  - Other Civil Petition

**NOTICE: EVERYONE WHO LIVES IN THIS RENTAL UNIT MAY BE EVICTED BY COURT ORDER. READ THIS FORM IF YOU LIVE HERE AND IF YOUR NAME IS NOT ON THE ATTACHED SUMMONS AND COMPLAINT.**

1. If you live here and you do not complete and submit this form within 10 days of the date of service shown on this form, you will be evicted without further hearing by the court along with the persons named in the Summons and Complaint.
2. If you file this form, your claim will be determined in the eviction action against the persons named in the Complaint.
3. If you do not file this form, you will be evicted without further hearing.

CLAIMANT OR CLAIMANT'S ATTORNEY ( <i>Name and Address</i> ):		TELEPHONE NO.:	<b>FOR COURT USE ONLY</b>
ATTORNEY FOR ( <i>Name</i> ):			
<b>NAME OF COURT:</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:			
PLAINTIFF:  DEFENDANT:			
<b>PREJUDGMENT CLAIM OF RIGHT TO POSSESSION</b>			CASE NUMBER:
<b>Complete this form only if ALL of these statements are true:</b> 1. You are <b>NOT</b> named in the accompanying Summons and Complaint. 2. You occupied the premises on or before the date the unlawful detainer (eviction) Complaint was filed. 3. You still occupy the premises.			( <i>To be completed by the process server</i> ) DATE OF SERVICE: ( <i>Date that this form is served or delivered, and posted, and mailed by the officer or process server</i> )

I DECLARE THE FOLLOWING UNDER PENALTY OF PERJURY:

1. My name is (*specify*):
2. I reside at (*street address, unit No., city and ZIP code*):
3. The address of "the premises" subject to this claim is (*address*):
4. On (*insert date*): , the landlord or the landlord's authorized agent filed a complaint to recover possession of the premises. (*This date is the court filing date on the accompanying Summons and Complaint.*)
5. I occupied the premises on the date the complaint was filed (*the date in item 4*). I have continued to occupy the premises ever since.
6. I was at least 18 years of age on the date the complaint was filed (*the date in item 4*).
7. I claim a right to possession of the premises because I occupied the premises on the date the complaint was filed (*the date in item 4*).
8. I was not named in the Summons and Complaint.
9. I understand that if I make this claim of right to possession, I will be added as a defendant to the unlawful detainer (eviction) action.
10. (*Filing fee*) I understand that I must go to the court and pay a filing fee of \$ or file with the court the form "Application for Waiver of Court Fees and Costs." I understand that if I don't pay the filing fee or file with the court the form for waiver of court fees within 10 days from the date of service on this form (excluding court holidays), I will not be entitled to make a claim of right to possession.

(Continued on reverse)

PLAINTIFF (Name):	CASE NUMBER:
DEFENDANT (Name):	

**NOTICE: If you fail to file this claim, you will be evicted without further hearing.**

11. (Response required within five days after you file this form) I understand that I will have *five days* (excluding court holidays) to file a response to the Summons and Complaint after I file this Prejudgment Claim of Right to Possession form.

12. **Rental agreement.** I have (check all that apply to you):

- a. ☐ an oral rental agreement with the landlord.
- b. ☐ a written rental agreement with the landlord.
- c. ☐ an oral rental agreement with a person other than the landlord.
- d. ☐ a written rental agreement with a person other than the landlord.
- e. ☐ other (explain):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

**WARNING:** Perjury is a felony punishable by imprisonment in the state prison.

Date:

.....  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE OF CLAIMANT)

**NOTICE:** If you file this claim of right to possession, the unlawful detainer (eviction) action against you will be determined at trial. At trial, you may be found liable for rent, costs, and, in some cases, treble damages.

### — NOTICE TO OCCUPANTS —

**YOU MUST ACT AT ONCE** if all the following are true:

1. You are **NOT** named in the accompanying Summons and Complaint.
2. You occupied the premises on or before the date the unlawful detainer (eviction) complaint was filed. (The date is the court filing date on the accompanying Summons and Complaint.)
3. You still occupy the premises.

(Where to file this form) You can complete and SUBMIT THIS CLAIM FORM WITHIN 10 DAYS from the date of service (on the reverse of this form) at the court where the unlawful detainer (eviction) complaint was filed.

(What will happen if you do not file this form) If you do not complete and submit this form and pay a filing fee or file the form for proceeding in forma pauperis if you cannot pay the fee), YOU WILL BE EVICTED.

After this form is properly filed, you will be added as a defendant in the unlawful detainer (eviction) action and your right to occupy the premises will be decided by the court. *If you do not file this claim, you will be evicted without a hearing.*

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address):   TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____</b> STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PLAINTIFF (Name): _____ DEFENDANT (Name): _____	
<b>DECLARATION FOR DEFAULT JUDGMENT BY COURT (Unlawful Detainer—Code Civil Proc., § 585(d))</b>	CASE NUMBER: _____

1. My name is (*specify*):
  - a. ☐ I am the plaintiff in this action.
  - b. I am
    - (1) ☐ an owner of the property
    - (2) ☐ a manager of the property
    - (3) ☐ an agent of the owner
    - (4) ☐ other (*specify*): \_\_\_\_\_
2. The property concerning this action is located at (*street address, apartment number, city, and county*): \_\_\_\_\_
3. Personal knowledge. I personally know the facts stated in this declaration and, if sworn as a witness, could testify competently thereto. I am personally familiar with the rental or lease agreement, defendant's payment record, the condition of the property, and defendant's conduct.
4. Agreement was ☐ written ☐ oral as follows:
  - a. On or about (*date*): \_\_\_\_\_ defendant (*name each*): \_\_\_\_\_
    - (1) agreed to rent the property for a ☐ month-to-month tenancy ☐ other tenancy (*specify*): \_\_\_\_\_
    - (2) agreed to pay rent of \$ \_\_\_\_\_ payable ☐ monthly ☐ other (*specify frequency*): \_\_\_\_\_  
 with rent due on the ☐ first of the month ☐ other day (*specify*): \_\_\_\_\_
  - b. ☐ Original agreement is attached (*specify*): ☐ to the original complaint.  
☐ to the *Application for Immediate Writ of Possession*. ☐ to this declaration, labeled Exhibit 4b.
  - c. ☐ Copy of agreement with a declaration and order to admit the copy is attached (*specify*):  
☐ to the *Application for Immediate Writ of Possession*. ☐ to this declaration, labeled Exhibit 4c.
5. ☐ Agreement changed.
  - a. ☐ More than one change in rent amount (*specify history of all rent changes and effective dates up to the last rent change*) on Attachment 5a (form MC-025).
  - b. ☐ Change in rent amount (*specify last rent change*). The rent was changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_,  
 which became effective on (*date*): \_\_\_\_\_ and was made
    - (1) ☐ by agreement of the parties and subsequent payment of such rent.
    - (2) ☐ by service on defendant of a notice of change in terms pursuant to Civil Code section 827 (*check item 5d*).
    - (3) ☐ pursuant to a written agreement of the parties for change in terms (*check item 5e or 5f*).
  - c. ☐ Change in rent due date. Rent was changed, payable in advance, due on (*specify day*): \_\_\_\_\_.
  - d. ☐ A copy of the notice of change in terms is attached to this declaration, labeled Exhibit 5d.
  - e. ☐ Original agreement for change in terms is attached (*specify*): ☐ to the original complaint.  
☐ to the *Application for Immediate Writ of Possession*. ☐ to this declaration, labeled Exhibit 5e.
  - f. ☐ Copy of agreement for change in terms with a declaration and order to admit the copy is attached (*specify*):  
☐ to the *Application for Immediate Writ of Possession*. ☐ to this declaration, labeled Exhibit 5f.

PLAINTIFF (Name): _____  DEFENDANT (Name): _____	CASE NUMBER: _____
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6. Notice to quit.
- a. ☐ Defendant was served with a
- (1) ☐ 3-day notice to pay rent or quit

(2) ☐ 3-day notice to perform covenants or quit

(3) ☐ Other (specify): \_\_\_\_\_

(4) ☐ 3-day notice to quit

(5) ☐ 30-day notice to quit

(6) ☐ 60-day notice to quit
- b. ☐ The 3-day notice to pay rent or quit demanded rent due in the amount of (specify): \$ \_\_\_\_\_ for the rental period beginning on (date) \_\_\_\_\_ and ending on (date) \_\_\_\_\_.
- c. ☐ The total rent demanded in the 3-day notice under item 6b is different from the agreed rent in item 4a(2) (specify history of dates covered by the 3-day notice and any partial payments received to arrive at the balance) on Attachment 6c (form MC-025).
- d. ☐ The original or copy of the notice specified in item 6a is attached to (specify): ☐ the original complaint.  
☐ this declaration, labeled Exhibit 6d. (The original or a copy of the notice MUST be attached to this declaration if not attached to the original complaint.)
7. Service of notice.
- a. The notice was served on defendant (name each):
- (1) ☐ personally on (date): \_\_\_\_\_

(2) ☐ by substituted service, including a copy mailed to the defendant, on (date): \_\_\_\_\_

(3) ☐ by posting and mailing on (date mailed): \_\_\_\_\_

b. ☐ A prejudgment claim of right to possession was served on the occupants pursuant to Code of Civil Procedure section 415.46.
8. Proof of service of notice. The original or copy of the proof of service of the notice in item 6a is attached to (specify):
- a. ☐ the original complaint.
- b. ☐ this declaration, labeled Exhibit 8b. (The original or copy of the proof of service MUST be attached to this declaration if not attached to the original complaint.)
9. Notice expired. On (date): \_\_\_\_\_ the notice in item 6 expired at the end of the day and defendant failed to comply with the requirements of the notice by that date. No money has been received and accepted after the notice expired.
10. The fair rental value of the property is \$ \_\_\_\_\_ per day, calculated as follows:
- a. ☐ (rent per month) x (0.03288) (12 months divided by 365 days)
- b. ☐ rent per month divided by 30
- c. ☐ other valuation (specify): \_\_\_\_\_
11. Possession. The defendant
- a. ☐ vacated the premises on (date): \_\_\_\_\_
- b. ☐ continues to occupy the property on (date of this declaration): \_\_\_\_\_
12. ☐ Holdover damages. Declarant has calculated the holdover damages as follows:
- a. Damages demanded in the complaint began on (date): \_\_\_\_\_
- b. Damages accrued through (date specified in item 11): \_\_\_\_\_
- c. Number of days that damages accrued (count days using the dates in items 12a and 12b): \_\_\_\_\_
- d. Total holdover damages ((daily rental value in item 10) x (number of days in item 12c)): \$ \_\_\_\_\_
13. ☐ Reasonable attorney fees are authorized in the lease or rental agreement pursuant to paragraph (specify): \_\_\_\_\_ and reasonable attorney fees for plaintiff's attorney (name): \_\_\_\_\_ are \$ \_\_\_\_\_.
14. ☐ Court costs in this case, including the filing fee, are \$ \_\_\_\_\_



PLAINTIFF (Name): _____ DEFENDANT (Name): _____	CASE NUMBER: _____
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15. ☐ Declarant requests a judgment on behalf of plaintiff for:

a. ☐ A money judgment as follows:

(1)	<input type="checkbox"/>	Past-due rent ( <i>item 6b</i> )	\$
(2)	<input type="checkbox"/>	Holdover damages ( <i>item 12d</i> )	\$
(3)	<input type="checkbox"/>	Attorney fees ( <i>item 13</i> )*	\$
(4)	<input type="checkbox"/>	Costs ( <i>item 14</i> )	\$
(5)	<input type="checkbox"/>	Other ( <i>specify</i> ):	\$
(6)	<b>TOTAL JUDGMENT</b>		\$

\* ☐ Attorney fees are to be paid by (name) only.

b. ☐ Possession of the premises in item 2 (*check only if a clerk's judgment for possession was **not** entered*).

c. ☐ Cancellation of the rental agreement. ☐ Forfeiture of the lease.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

_____ (TYPE OR PRINT NAME)	}	_____ (SIGNATURE OF DECLARANT)
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### Summary of Exhibits

- 16. ☐ Exhibit 4b: Original rental agreement.
- 17. ☐ Exhibit 4c: Copy of rental agreement with declaration and order to admit the copy.
- 18. ☐ Exhibit 5d: Copy of notice of change in terms.
- 19. ☐ Exhibit 5e: Original agreement for change of terms.
- 20. ☐ Exhibit 5f: Copy of agreement for change in terms with declaration and order to admit copy.
- 21. ☐ Exhibit 6d: Original or copy of the notice to quit under item 6a (*MUST be attached to this declaration if it is not attached to original complaint*).
- 22. ☐ Exhibit 8b: Original or copy of proof of service of notice in item 6a (*MUST be attached to this declaration if it is not attached to original complaint*).
- 23. ☐ Other exhibits (*specify number and describe*):



SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA

CIVIL DIVISION

**INSTRUCTIONS FOR OBTAINING A CLERK'S DEFAULT  
JUDGMENT (POSSESSION ONLY) UNLAWFUL DETAINER**

1. You must submit the following documents:
  - A. The original SUMMONS and a PROOF OF SERVICE for each defendant for whom a default is requested.
  - B. REQUEST TO ENTER DEFAULT naming each defendant for whom the default is requested. Copies of the request must have been mailed to each defendant as listed.
  - C. A completed original and one copy of the JUDGMENT - UNLAWFUL DETAINER (Judicial Council Form Number UD-110)
2. You may submit the WRIT OF EXECUTION FOR POSSESSION OF REAL PROPERTY (Original and two copies) along with an APPLICATION AND DECLARATION FOR ISSUANCE OF WRIT OF POSSESSION with a check payable to the Ventura Superior Court in the amount of \$7.00. Complete the writ with the exception of the date of entry of judgment. The clerk will complete this after the judgment is entered.
3. After the clerk enters the default judgment, your conformed copies will be returned to you in the following manner.
  - A. At the counter while you wait.
  - B. Provide a STAMPED, SELF-ADDRESSED ENVELOPE for the return of your copies.



ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):       TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____</b>  STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PLAINTIFF/PETITIONER: _____  DEFENDANT/RESPONDENT: _____	
<b>REQUEST FOR (Application)</b> <input type="checkbox"/> Entry of Default <input type="checkbox"/> Clerk's Judgment <input type="checkbox"/> Court Judgment	CASE NUMBER: _____

1. TO THE CLERK: On the complaint or cross-complaint filed
- on (date): \_\_\_\_\_
  - by (name): \_\_\_\_\_
  - ☐ Enter default of defendant (names): \_\_\_\_\_
  - ☐ I request a court judgment under Code of Civil Procedure sections 585(b), 585(c), 989, etc., against defendant (names): \_\_\_\_\_

(Testimony required. Apply to the clerk for a hearing date, unless the court will enter a judgment on an affidavit under Code Civ. Proc., § 585(d).)

- ☐ Enter clerk's judgment
  - ☐ for restitution of the premises only and issue a writ of execution on the judgment. Code of Civil Procedure section 1174(c) does not apply. (Code Civ. Proc., § 1169.)  
☐ Include in the judgment all tenants, subtenants, named claimants, and other occupants of the premises. The *Prejudgment Claim of Right to Possession* was served in compliance with Code of Civil Procedure section 415.46.
  - ☐ under Code of Civil Procedure section 585(a). (Complete the declaration under Code Civ. Proc., § 585.5 on the reverse (item 5).)
  - ☐ for default previously entered on (date): \_\_\_\_\_

2. Judgment to be entered.	<u>Amount</u>	<u>Credits acknowledged</u>	<u>Balance</u>
a. Demand of complaint . . . . .	\$	\$	\$
b. Statement of damages *			
(1) Special . . . . .	\$	\$	\$
(2) General . . . . .	\$	\$	\$
c. Interest . . . . .	\$	\$	\$
d. Costs (see reverse) . . . . .	\$	\$	\$
e. Attorney fees . . . . .	\$	\$	\$
f. <b>TOTALS</b> . . . . .	\$	\$	\$

g. **Daily damages** were demanded in complaint at the rate of: \$ \_\_\_\_\_ per day beginning (date): \_\_\_\_\_  
 (\* Personal injury or wrongful death actions; Code Civ. Proc., § 425.11.)

3. ☐ (Check if filed in an unlawful detainer case) **Legal document assistant or unlawful detainer assistant** information is on the reverse (complete item 4).

Date: \_\_\_\_\_

_____ (TYPE OR PRINT NAME)	_____ (SIGNATURE OF PLAINTIFF OR ATTORNEY FOR PLAINTIFF)
(1) <input type="checkbox"/> Default entered as requested on (date): _____ (2) <input type="checkbox"/> Default NOT entered as requested (state reason): _____	
<b>FOR COURT USE ONLY</b>	Clerk, by _____, Deputy

PLAINTIFF/PETITIONER: <input type="checkbox"/> DEFENDANT/RESPONDENT:	CASE NUMBER:
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4. **Legal document assistant or unlawful detainer assistant (Bus. & Prof. Code, § 6400 et seq.).** A legal document assistant or unlawful detainer assistant ☐ did ☐ did **not** for compensation give advice or assistance with this form.  
*(If declarant has received **any** help or advice for pay from a legal document assistant or unlawful detainer assistant, state):*

- |  |                            |
|--|----------------------------|
| a. Assistant's name:                   | c. Telephone no.:          |
| b. Street address, city, and zip code: | d. County of registration: |
|  | e. Registration no.:       |
|  | f. Expires on (date):      |

5. ☐ **Declaration under Code of Civil Procedure Section 585.5** (required for entry of default under Code Civ. Proc., § 585(a)).

This action

- a. ☐ is ☐ is not on a contract or installment sale for goods or services subject to Civ. Code, § 1801 et seq. (Unruh Act).  
 b. ☐ is ☐ is not on a conditional sales contract subject to Civ. Code, § 2981 et seq. (Rees-Levering Motor Vehicle Sales and Finance Act).  
 c. ☐ is ☐ is not on an obligation for goods, services, loans, or extensions of credit subject to Code Civ. Proc., § 395(b).

6. **Declaration of mailing (Code Civ. Proc., § 587).** A copy of this *Request for Entry of Default* was

- a. ☐ **not mailed** to the following defendants, whose addresses are **unknown** to plaintiff or plaintiff's attorney (names):  
 b. ☐ **mailed** first-class, postage prepaid, in a sealed envelope addressed to each defendant's attorney of record or, if none, to each defendant's last known address as follows:  
     (1) Mailed on (date):  
     (2) To (specify names and addresses shown on the envelopes):

I declare under penalty of perjury under the laws of the State of California that the foregoing items 4, 5, and 6 are true and correct.  
 Date:

(TYPE OR PRINT NAME)	 (SIGNATURE OF DECLARANT)
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7. **Memorandum of costs** (required if money judgment requested). Costs and disbursements are as follows (Code Civ. Proc., § 1033.5):

- |                                |          |
|--------------------------------|----------|
| a. Clerk's filing fees .....   | \$       |
| b. Process server's fees ..... | \$       |
| c. Other (specify): .....      | \$       |
| d. ....                        | \$       |
| e. <b>TOTAL</b> .....          | \$ _____ |

f. ☐ Costs and disbursements are waived.

g. I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief this memorandum of costs is correct and these costs were necessarily incurred in this case.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
 Date:

(TYPE OR PRINT NAME)	 (SIGNATURE OF DECLARANT)
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8. ☐ **Declaration of nonmilitary status** (required for a judgment). No defendant named in item 1c of the application is in the military service so as to be entitled to the benefits of the Servicemembers Civil Relief Act (50 U.S.C. App. § 501 et seq.).

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
 Date:

(TYPE OR PRINT NAME)	 (SIGNATURE OF DECLARANT)
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ATTORNEY OR PARTY WITHOUT ATTORNEY ( <i>Name, state bar number, and address</i> ):  <div style="display: flex; justify-content: space-between;"> <div>TELEPHONE NO.:</div> <div>FAX NO. (<i>Optional</i>):</div> </div> <div style="display: flex; justify-content: space-between;"> <div>E-MAIL ADDRESS (<i>Optional</i>):</div> <div></div> </div> ATTORNEY FOR ( <i>Name</i> ):	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF:  DEFENDANT:	
<div style="text-align: center;"><b>JUDGMENT—UNLAWFUL DETAINER</b></div> <div style="display: flex; justify-content: space-around;"> <div> <input type="checkbox"/> By Clerk  <input type="checkbox"/> By Court         </div> <div> <input type="checkbox"/> By Default  <input type="checkbox"/> Possession Only         </div> <div> <input type="checkbox"/> After Court Trial  <input type="checkbox"/> Defendant Did Not Appear at Trial         </div> </div>	CASE NUMBER:

**JUDGMENT**

1. ☐ **BY DEFAULT**
  - a. Defendant was properly served with a copy of the summons and complaint.
  - b. Defendant failed to answer the complaint or appear and defend the action within the time allowed by law.
  - c. Defendant's default was entered by the clerk upon plaintiff's application.
  - d. ☐ **Clerk's Judgment** (Code Civ. Proc., § 1169). For possession only of the premises described on page 2 (item 4).
  - e. ☐ **Court Judgment** (Code Civ. Proc., § 585(b)). The court considered
    - (1) ☐ plaintiff's testimony and other evidence.
    - (2) ☐ plaintiff's or others' written declaration and evidence (Code Civ. Proc., § 585(d)).
  
2. ☐ **AFTER COURT TRIAL.** The jury was waived. The court considered the evidence.
  - a. The case was tried on (*date and time*):  
before (*name of judicial officer*):
  
  - b. Appearances by:
 

☐ Plaintiff (*name each*):

☐ Plaintiff's attorney (*name each*):  
 (1)  
 (2)

  

☐ Continued on *Attachment 2b* (form MC-025).  
☐ Defendant (*name each*):

☐ Defendant's attorney (*name each*):  
 (1)  
 (2)

  

☐ Continued on *Attachment 2b* (form MC-025).
  
  - c. ☐ Defendant did not appear at trial. Defendant was properly served with notice of trial.
  
  - d. ☐ A statement of decision (Code Civ. Proc., § 632) ☐ was not ☐ was requested.

PLAINTIFF:  DEFENDANT:	CASE NUMBER:
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**JUDGMENT IS ENTERED AS FOLLOWS BY:**

☐

THE COURT

☐

THE CLERK

**3. Parties.** Judgment is

a. ☐ for plaintiff (*name each*):

and against defendant (*name each*):

☐ Continued on *Attachment 3a* (form MC-025).

b. ☐ for defendant (*name each*):

4. ☐ Plaintiff ☐ Defendant is entitled to possession of the premises located at (*street address, apartment, city, and county*):

5. ☐ Judgment applies to all occupants of the premises including tenants, subtenants if any, and named claimants if any (Code Civ. Proc., §§ 715.010, 1169, and 1174.3).

**6. Amount and terms of judgment**

a. ☐ Defendant named in item 3a above must pay plaintiff on the complaint:

(1) <input type="checkbox"/> Past-due rent	\$
(2) <input type="checkbox"/> Holdover damages	\$
(3) <input type="checkbox"/> Attorney fees	\$
(4) <input type="checkbox"/> Costs	\$
(5) <input type="checkbox"/> Other ( <i>specify</i> ):	\$
<b>(6) TOTAL JUDGMENT</b>	\$

b. ☐ Plaintiff is to receive nothing from defendant named in item 3b.

☐ Defendant named in item 3b is to recover costs: \$

☐ and attorney fees: \$

c. ☐ The rental agreement is canceled. ☐ The lease is forfeited.

7. ☐ **Conditional judgment.** Plaintiff has breached the agreement to provide habitable premises to defendant as stated in *Judgment—Unlawful Detainer Attachment* (form UD-110S), which is attached.

8. ☐ **Other** (*specify*):

☐ Continued on *Attachment 8* (form MC-025).

Date: ☐ \_\_\_\_\_  
JUDICIAL OFFICER

Date: ☐ Clerk, by \_\_\_\_\_, Deputy

(SEAL)

**CLERK'S CERTIFICATE** (*Optional*)

I certify that this is a true copy of the original judgment on file in the court.

Date:

Clerk, by \_\_\_\_\_, Deputy





PLAINTIFF:	CASE NUMBER:
DEFENDANT:	

— Items continued from page 1—

21. ☐ **Additional judgment debtor** (name and last known address):

22. ☐ **Notice of sale** has been requested by (name and address):

23. ☐ **Joint debtor** was declared bound by the judgment (CCP 989–994)

a. on (date):

b. name and address of joint debtor:

24. ☐ (*Writ of Possession or Writ of Sale*) **Judgment** was entered for the following:
- a. ☐ Possession of real property: The complaint was filed on (date):
- (Check (1) or (2)):**
- (1) ☐ The Prejudgment Claim of Right to Possession was served in compliance with CCP 415.46.  
The judgment includes all tenants, subtenants, named claimants, and other occupants of the premises.
- (2) ☐ The Prejudgment Claim of Right to Possession was NOT served in compliance with CCP 415.46.
- (a) \$ \_\_\_\_\_ was the daily rental value on the date the complaint was filed.
- (b) The court will hear objections to enforcement of the judgment under CCP 1174.3 on the following dates (*specify*):
- b. ☐ Possession of personal property.  
☐ If delivery cannot be had, then for the value (*itemize in 9e*) specified in the judgment or supplemental order.
- c. ☐ Sale of personal property.
- d. ☐ Sale of real property.
- e. Description of property:

**NOTICE TO PERSON SERVED**

WRIT OF EXECUTION OR SALE. Your rights and duties are indicated on the accompanying *Notice of Levy* (Form EJ-150).

WRIT OF POSSESSION OF PERSONAL PROPERTY. If the levying officer is not able to take custody of the property, the levying officer will make a demand upon you for the property. If custody is not obtained following demand, the judgment may be enforced as a money judgment for the value of the property specified in the judgment or in a supplemental order.

WRIT OF POSSESSION OF REAL PROPERTY. If the premises are not vacated within five days after the date of service on the occupant or, if service is by posting, within five days after service on you, the levying officer will remove the occupants from the real property and place the judgment creditor in possession of the property. Except for a mobile home, personal property remaining on the premises will be sold or otherwise disposed of in accordance with CCP 1174 unless you or the owner of the property pays the judgment creditor the reasonable cost of storage and takes possession of the personal property not later than 15 days after the time the judgment creditor takes possession of the premises.

► A Claim of Right to Possession form accompanies this writ (unless the Summons was served in compliance with CCP 415.46).

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name and Address)</i> .		TELEPHONE NO.:	FOR COURT USE ONLY
ATTORNEY FOR <i>(Name)</i> <b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA</b> <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA CA. 93009 <input type="checkbox"/> 3855 - F ALAMO ST. SIMI VALLEY, CA. 93063-2110			
PLAINTIFF: DEFENDANT:			
<b>APPLICATION AND DECLARATION FOR ISSUANCE OF WRIT OF POSSESSION</b>		CASE NUMBER:	

I, \_\_\_\_\_ plaintiff(s) in the above-entitled case hereby apply to the court for issuance of a Writ of Possession to the County of \_\_\_\_\_

The daily rental value of the property as of the date the Complaint for Unlawful Detainer was filed is:

\$ \_\_\_\_\_

☐ Judgment under CCP 1169 includes tenants, subtenants, if any, named claimants, if any, and any other occupants of the premises (CCP 415.46).

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Declarant



ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):  TELEPHONE NO.: FAX No. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name):	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>  STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF: DEFENDANT:	
<input type="checkbox"/> <b>REQUEST</b> <input type="checkbox"/> <b>COUNTER-REQUEST</b> <b>TO SET CASE FOR TRIAL—UNLAWFUL DETAINER</b> <input type="checkbox"/> <b>Plaintiff</b> <input type="checkbox"/> <b>Defendant</b>	CASE NUMBER:

- ☐ **Plaintiff's request.** I represent to the court that all parties have been served with process and have appeared or have had a default or dismissal entered against them. I request that this case be set for trial.
- Trial preference.** The premises concerning this case are located at (street address, apartment number, city, zip code, and county):
  - ☐ To the best of my knowledge, the right to possession of the premises is still in issue. This case is entitled to legal preference under Code of Civil Procedure section 1179a.
  - ☐ To the best of my knowledge, the right to possession of the premises is no longer in issue. No defendant or other person is in possession of the premises.
- Jury or nonjury trial.** I request ☐ a jury trial ☐ a nonjury trial.
- Estimated length of trial.** I estimate that the trial will take (check one):
  - ☐ days (specify number):
  - ☐ hours (specify if estimated trial is less than one day):
- Trial date.** I am not available on the following dates (specify dates and reasons for unavailability):

### UNLAWFUL DETAINER ASSISTANT (Bus. & Prof. Code, §§ 6400–6415)

- (Complete in all cases.) An unlawful detainer assistant ☐ did **not** ☐ did for compensation give advice or assistance with this form. (If declarant has received **any** help or advice for pay from an unlawful detainer assistant, complete a–f.)
  - Assistant's name:
  - Street address, city, and zip code:
  - Telephone no.:
  - County of registration:
  - Registration no.:
  - Expires on (date):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF PARTY OR ATTORNEY FOR PARTY)

### NOTICE

- An unlawful detainer case must be set for trial on a date not later than **20 days after the first request** to set the case for trial is made (Code Civ. Proc., § 1170.5(a)).
- If a jury is requested, \$150 must be deposited with the court 5 days before trial (Code Civ. Proc., § 631).
- Court reporter and interpreter services vary. Check with the court for availability of services and fees charged.
- If you cannot pay the court fees and costs, you may apply for a fee waiver. Ask the court clerk for a fee waiver form.

PLAINTIFF:  DEFENDANT:	CASE NUMBER:
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### PROOF OF SERVICE BY MAIL

**Instructions:** After having the parties served by mail with the Request/Counter-Request to Set Case for Trial—Unlawful Detainer, (form UD-150), have the person who mailed the form UD-150 complete this Proof of Service by Mail. An **unsigned** copy of the Proof of Service by Mail should be completed and served with form UD-150. Give the Request/Counter-Request to Set Case for Trial—Unlawful Detainer (form UD-150) and the completed Proof of Service by Mail to the clerk for filing. If you are representing yourself, someone else must mail these papers and sign the Proof of Service by Mail.

1. I am over the age of 18 and **not a party to this case**. I am a resident of or employed in the county where the mailing took place.
2. My residence or business address is (*specify*):
  
3. I served the *Request/Counter-Request to Set Case for Trial—Unlawful Detainer* (form UD-150) by enclosing a copy in an envelope addressed to each person whose name and address are shown below AND
  - a. ☐ **depositing** the sealed envelope in the United States mail on the date and at the place shown in item 3c with the postage fully prepaid.
  - b. ☐ **placing** the envelope for collection and mailing on the date and at the place shown in item 3c following ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.
  - c. (1) Date mailed:
  - (2) Place mailed (*city and state*):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date:

(TYPE OR PRINT NAME)	<div style="text-align: center;">▶</div> (SIGNATURE OF PERSON WHO MAILED FORM UD-150)
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### NAME AND ADDRESS OF EACH PERSON TO WHOM NOTICE WAS MAILED

	<u>Name</u>	<u>Address (number, street, city, and zip code)</u>
4.		
5.		
6.		
7.		
8.		
9.		

☐ List of names and addresses continued on a separate attachment or form MC-025, titled Attachment to Proof of Service by Mail.